

HiSET

Options Program: Interim Solution for Student Registration

Options Programs typically permit enrolled high school students who are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. School districts are given the opportunity to retain enrollment of these students while they study for and take the HiSET. Because the students remain in school, they continue toward achieving the academic credits and essential skills required for graduation.

Students are generally required to demonstrate and document the attainment of the major academic skills and knowledge associated with a high school program of study. The **HiSET** transcript can be one of the academic components required for the awarding of a high school diploma by the local school district or state.

Thus far, most of the contracted states support an Options Program. It appears that Options candidate comprise ~20% of the HiSET population for those states offering this program, which results in thousands of candidates.

Options Test Takers:

- Options candidates comprise ~20% of HiSET population for states offering this program.
- Options candidates receive a traditional high school diploma, not a HiSET certificate. The candidate is included in graduation rates.
- The school supervisor manages the students' accounts. Student does not have online access to their account.
- Tests are administered in traditional HiSET test centers. Scheduling is done by the supervisor.
- Supervisor is responsible for a group of Options candidates in their school:
 - i. Create candidate profiles for multiple candidates.
 - 1. Requires entry of demographic data
 - 2. Supervisor identifies the candidate as an Options candidate; i.e., this identifier should not be viewable to candidates (e.g., as a BIQ).
 - a. *Only* the supervisor should be able to identify a candidate as an Options candidate. (This is to prevent a non-Options candidate erroneously identifying themselves as such).
 - 3. Options candidates may not meet HiSET testing state eligibility (e.g., may be younger)
 - 4. Supervisor needs to be able to use the same email address – typically, their own - for multiple Options candidates.
 - ii. Supervisor schedules the test(s). For interim solution, this will be done through ETS customer support.
 - 1. Options candidates will typically have a voucher that is used for payment. Vouchers are likely to be purchased by the school district.

- iii. Candidates can drop out of Options program before completing testing
- iv. Candidates can later enroll as a “typical” (non-Options) HiSET candidate.
- v. Supervisor should be able to view candidates score reports/transcripts. Candidate does not have online access to their scores, other than the unofficial iBT scores presented at the end of each test.
- The score extract that is sent to the state daily needs to include an indicator that identifies Options candidates so that these candidate are treated appropriately by the state and HiSET certificates are **not** delivered to those candidate.

Interim Solution:

Step 1 (can be done prior to January 1): Options Supervisors are setup as TCAs:

- Submit profile information for Options Supervisors to ETS to have their profiles setup in registration system. The following information should be submitted (note required fields).
- **Note:** Submitted information should also include the supervisor’s preferred Username (must be 6-16 characters).

Create Account

Personal Information Username and Password Review and Submit

Personal Information

* First or Given Name:

Middle Initial:

* Last or Family Name:

* Date of Birth:

* Gender: ☐ Female ☒ Male

* Email:

Phone

* Country Code:

* Phone:

Extension:

* Type: ☒ Landline ☐ Mobile

- The supervisor will be assigned a Password. They must change the password the first time they login to the system. (Passwords must be 8-16 characters and include an uppercase letter (A-Z), lowercase letter (a-z) and a number (0-9) or special character (such as !, \$, #, %). Passwords are case sensitive.

My HiSET Home

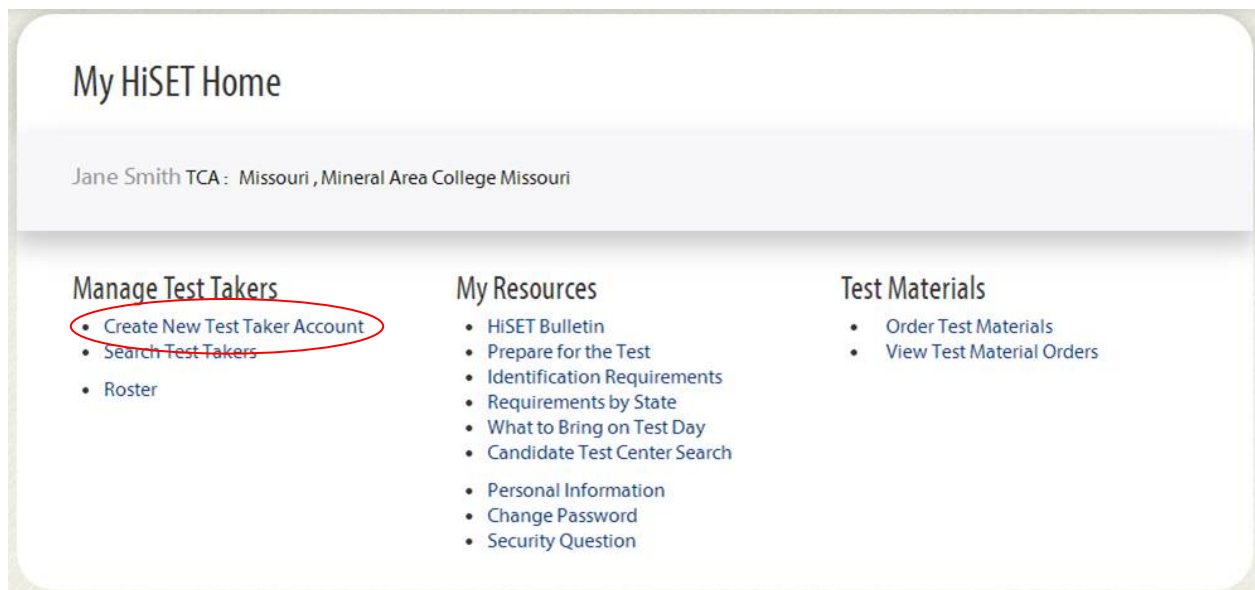
Jane Smith TCA: Missouri , Mineral Area College Missouri

Manage Test Takers <ul style="list-style-type: none">• Create New Test Taker Account• Search Test Takers• Roster	My Resources <ul style="list-style-type: none">• HiSET Bulletin• Prepare for the Test• Identification Requirements• Requirements by State• What to Bring on Test Day• Candidate Test Center Search• Personal Information• Change Password• Security Question	Test Materials <ul style="list-style-type: none">• Order Test Materials• View Test Material Orders
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- Once the profiles for the Options Supervisor has been setup, the Options supervisor can now login and create the profiles for the Options candidates.
- Note: The Options supervisor will receive an email once their profile setup is complete with the URL for the HiSET portal and the system-assigned username.
 - The supervisor will also receive another email with their temporary password. They will be forced to change their password the first time they login to the HiSET portal.

Step 2: Supervisor sets up Options candidate profiles:

- The Options Supervisor creates profiles for their Options test takers, taking special note of the system-assigned **Test Taker ID** (e.g., log in spreadsheet).



Create Account

* Required Information

Personal Information

Additional Information

Background Information

Review and Submit

Personal Information

Name must match ID- Enter your Name and Date of Birth exactly as it appears on the identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. For more information, see [ID Requirements](#). **Note:** If you have multiple first or last names on your ID, enter all of those names.

* First or Given Name

Middle Initial

* Last or Family Name

* Date of Birth

* Gender

☐ Male ☐ Female

Social Security
Number

* Email

Address

* Country/Location

United States 

* Address Line 1

Address Line 2

* City

- In the BIQ that collects the State ID, the Options supervisor should key “**OPTIONS**” into this field. This data will be included in the extract that is sent to the state.

Create Account

* Required Information

Personal Information Additional Information **Background Information** Review and Submit

Background Information

If you have been provided with a state ID enter it here

OPTIONS

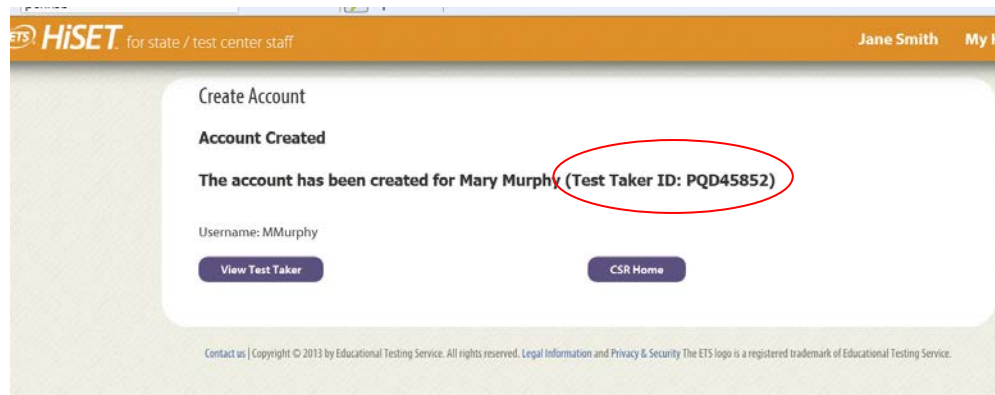
* What is your race? Select all that apply.

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other
- ☒ prefer not to respond

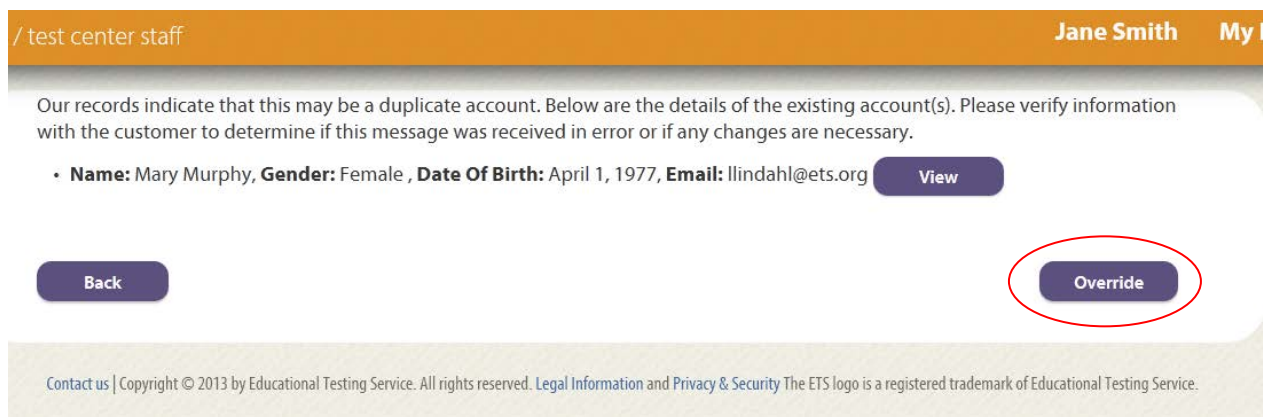
* What is your ethnicity?

☐ Non-Hispanic

- **NOTE:** The **Test Taker ID** is provided on the Confirmation screen, and only there. The Supervisor **must take note** of the Test Taker ID, as it will be the means to search for and find candidate information.



- Since the same email address will be used for all Options candidates, the supervisor will receive a duplicate message error. The supervisor should override this message.



Step 3: Schedule appointments for Options candidates (to be done after January 1):

- Once profiles are setup and test taker is ready to test, if the Options Supervisor is able to pay electronically for the tests, the Options Supervisor can then schedule test appointments for their candidates. (The must logon using the candidate's logon credentials).
- If the Options Supervisor is using a voucher to pay for their tests, they must call ETS customer support to schedule the test:
 - ETS customer support must be called for all scheduling/rescheduling/cancellation events for Options candidates.
- **NOTE:** If Options candidate requires accommodations, they should follow the "regular" accommodations approval process.
- Options Supervisor can search for and view the following candidate information, as long as they have the **Test Taker ID**
 - Profile
 - Appointment history
 - Score reports

The screenshot shows the 'My HiSET Home' dashboard. At the top, it says 'Jane Smith TCA : Missouri , Mineral Area College Missouri'. Below this, there are three main sections: 'Manage Test Takers', 'My Resources', and 'Test Materials'. In the 'Manage Test Takers' section, the 'Search Test Takers' link is circled in red. The 'My Resources' section lists various links for test preparation and center search. The 'Test Materials' section lists links for ordering and viewing materials.

Manage Test Takers	My Resources	Test Materials
<ul style="list-style-type: none">• Create New Test Taker Account• Search Test Takers• Roster	<ul style="list-style-type: none">• HiSET Bulletin• Prepare for the Test• Identification Requirements• Requirements by State• What to Bring on Test Day• Candidate Test Center Search• Personal Information• Change Password• Security Question	<ul style="list-style-type: none">• Order Test Materials• View Test Material Orders

Search for Test Takers

By Test Taker Information

By ID/Appointment Number

Search Criteria (hide)

Enter the test takers Last Name and their ID and/or Appointment Number.

* Last Name

Shelton

Test Taker ID

LOQ57885

Appointment Number

Search